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TERMINATION OF EMPLOYMENT LETTER

Notice of Termination of Employment Contract

Employer Details

Employer / Organisation Name: _____ [Full legal name of employer or organisation]

Registered Address: _____ [Registered address of the employer including postcode]

Contact Name: _____ [Name of the authorised signatory or HR representative]

Job Title: _____ [Job title of the authorised signatory]

Email: _____ [Employer email address] Telephone: _____ [Employer telephone number]

Date: _____ [Date of this letter, DD/MM/YYYY]

To: _____ [Full name of the employee]

Home Address: _____ [Employee's home address including postcode]

Employee Reference / Payroll Number: _____ [Reference or payroll number, if applicable]

Dear _____ [Employee's first name or title and surname],

**Re: Termination of Your Employment - _____ [Employee's full name] - _____
[Job title of employee]**

1. Notice of Termination

We write to inform you that your employment with _____ [Employer name] is terminated with effect from _____ [Last working day or effective date of termination, DD/MM/YYYY] (the "Termination Date").

Your employment commenced on _____ [Employee's start date, DD/MM/YYYY]. Your continuous service has therefore been _____ [Length of continuous service, e.g. 2 years and 4 months].

2. Reason for Termination

The reason for the termination of your employment is: _____ [State the reason, e.g. redundancy / gross misconduct / poor performance / expiry of fixed-term contract / some other substantial reason].

Full details of the circumstances leading to this decision were set out in _____ [Reference to relevant correspondence, meetings, or process documentation, e.g. the disciplinary hearing held on DD/MM/YYYY / the redundancy consultation process commenced on DD/MM/YYYY].

3. Notice Period

You are entitled to _____ [Notice period, e.g. one week / four weeks / three months] notice in accordance with _____ [Basis for notice, e.g. your contract of employment / the Employment Rights Act 1996 statutory minimum].

Select as applicable:

- (a) Working notice: You are required to work your notice period, which ends on the Termination Date stated above.
- (b) Payment in lieu of notice (PILON): In accordance with your contract, the Employer has elected to make a payment in lieu of notice. You are therefore released from duty with immediate effect, and a payment of _____ [PILON amount in GBP] will be made to you.
- (c) Garden leave: You will be placed on garden leave for the duration of your notice period. During this period you remain an employee, your contractual terms continue to apply, and you must remain available to the Employer as required.

4. Final Pay and Outstanding Entitlements

Your final pay will be calculated up to and including the Termination Date and will include:

- (d) Salary or wages accrued to the Termination Date: _____ [Amount in GBP or state 'to be confirmed on final payslip'];
- (e) Accrued but untaken annual leave: _____ [Number of days] days, equivalent to _____ [Amount in GBP or state 'to be calculated'];
- (f) Statutory redundancy pay (if applicable): _____ [Amount in GBP or 'not applicable'];
- (g) Any other payments: _____ [Describe any additional payments, e.g. bonus, commission, ex-gratia payment, or state 'none'].

All payments will be made through the normal payroll process on _____ [Expected payment date, DD/MM/YYYY] and will be subject to all applicable deductions for income tax and National Insurance contributions.

5. Return of Company Property

You are required to return all Company property in your possession on or before the Termination Date. This includes, but is not limited to: _____ [List items, e.g. laptop, mobile phone, access cards, keys, vehicle, uniforms, documents, or any other company-owned items].

Please arrange the return of such items with _____ [Name or department responsible for collection, e.g. your line manager / HR department].

6. Confidentiality and Post-Termination Obligations

You remain bound by the confidentiality obligations set out in your contract of employment and any applicable policies, both during and after your employment. You must not retain, disclose, or make use of any confidential information, trade secrets, or proprietary data belonging to the Employer or its clients.

Any post-termination restrictive covenants contained in your contract of employment, including those relating to _____ [Summarise applicable restrictions, e.g. non-solicitation, non-competition, non-dealing, or state 'none'], shall remain in full force and effect following the Termination Date.

7. Employee Benefits and Pension

Your entitlement to all employee benefits, including but not limited to _____ [List benefits, e.g. private health insurance, life assurance, company car, share schemes], will cease on the Termination Date.

Your workplace pension will be dealt with in accordance with the rules of the _____ [Pension scheme name] scheme. Please contact _____ [Pension provider or HR contact] for further information regarding your pension options.

8. References

The Employer _____ [will / will not] provide a reference upon request. Any reference provided will be _____ [factual only / a full employment reference], in accordance with the Employer's reference policy.

9. Right of Appeal

You have the right to appeal against this decision. If you wish to appeal, you must do so in writing to _____ [Name and job title of the person to whom the appeal should be addressed] at _____ [Address or email for appeal submissions] within _____ [Number of calendar or working days, e.g. five working days] of the date of this letter.

Your appeal should set out the grounds on which you are appealing and any supporting information you wish the Employer to consider.

10. Statutory Rights and Further Advice

Nothing in this letter affects your statutory employment rights. If you consider that the termination of your employment is unfair or unlawful, you may be entitled to make a claim to an Employment Tribunal. Time limits apply. For England, Wales and Scotland, the relevant body is the Employment Tribunal Service. For Northern Ireland, the relevant body is the Industrial Tribunal and Fair Employment Tribunal.

You may wish to seek independent legal advice or contact ACAS (England, Scotland and Wales) or the Labour Relations Agency (Northern Ireland) for further guidance.

11. Closing

We wish to take this opportunity to thank you for your contribution during your time with _____ [Employer name] and wish you well in your future endeavours.

If you have any questions regarding the contents of this letter or your entitlements, please do not hesitate to contact _____ [HR contact name or department] at _____ [Email address or telephone number].

12. Signatures

Signed on behalf of the Employer:

Signature

Name: _____ [Printed full name of signatory]

Job Title: _____ [Job title]

Date: _____ [Date of signature, DD/MM/YYYY]

Acknowledgement of Receipt by Employee (optional):

I acknowledge receipt of this letter and confirm that I have read and understood its contents.

Employee Signature

Name: _____ [Printed full name of employee]

Date: _____ [Date received and acknowledged, DD/MM/YYYY]

This document is provided as a general template for informational purposes only and does not constitute legal advice. Employment law requirements and procedures differ across England, Wales, Scotland, and Northern Ireland. Employers are strongly advised to consult a qualified employment solicitor or HR professional before issuing a termination notice, particularly where dismissal may give rise to claims of unfair dismissal, discrimination, or wrongful termination. Employees who are uncertain about their rights are encouraged to seek independent legal advice or contact ACAS (England, Wales and Scotland) or the Labour Relations Agency (Northern Ireland).